

CBS

Prior Year Recovery

GJ “Fix” Entries –

LO Requests

FY 2005 FO GJ Instructions – Final

Revised & distributed 3/19/05

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“Specific” PY Recovery Requests

FUNDS AFFECTED:

Various CBS Fund Codes

GJ PREP RESPONSIBILITY:

Responsible Fund Accountants

FREQUENCY OF GJ ADJUSTMENTS:

AS NEEDED, before the end of the GL period

BACKGROUND:

If no CBS project code (within the same CBS FC) or object class code is specified in the “Specific” PY recovery adjustment request from the LO, use the ACCS coding of the **upward** obligation ACCS to code the GJ “fix” adjustment against in CBS.

All “Specific” PY recovery requests must have a matching Source Reference field in CBS, among the PY upward & PY downward accounts. If the Source Reference field in CBS does not match up, this request may be rejected & the LO may be instructed to correct the transaction in CBS.

Transaction Codes (TCs) used will reduce the PY downward accounts (4871 & 4971) by crediting them & reduce a PY upward account (4881 & 4981) for the same amount by debiting them at the **UPWARD** transaction document number & document type. The GJ ‘fix’ entry will use the originating PY upward Org Document Number. The TC will also restore the 4310 account for PY recoveries (Lines 3 & 4 of the SF 132 & SF 133) & restore the allotment in 4610 & funds balance table for the amount of the “Specific” PY recovery GJ “fix” entry.

GENERAL JOURNAL (GJ) GL005 CODING Instructions

- **YE/QE Mode:** ‘N’ (for Stage 1 entries @ YE or during month in fiscal year)
- **Bureau Code:** ‘XX’ (‘13’ BIS & ‘14’ NOAA – only one BC per GJ)
- **G/L #:** GJ Trans No assigned by CAMS during input of GJ
- **G/L Date:** ‘DD-MMM-YYYY’
Pick GL month entering GJ or 30-SEP-200X if year-end on-top entry
- **Reference:** ‘#####’ (Manually assigned FRD 6-digit JV # from book)
- **Description (Control):** ‘FY0# Specific PY Rec Adj #____’
- **Reverse:** ‘N’
- **TC Codes:** See specific TC Codes
- **FCFY:** Use actual FCFY on detail-level transaction in the FCFY field of the TRIAL table for the actual PY recovery transaction
- **Fund Code:** ‘XX’ (Use Appropriate Fund Code on the detail-level transaction in the FC field of the TRIAL table for the actual PY recovery transaction – NO CROSSING OF CBS FCs allowed)
- **Project Code:** Use actual Project Code on detail-level transaction in the Project Code field of the TRIAL table for the actual PY recovery transaction
- **Task Code:** Use actual Task Code on detail-level transaction in the Task Code field of the TRIAL table for the actual PY recovery transaction

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- **Organization:** Use actual Organization Code on detail-level transaction in the Organization Code field of the TRIAL table for the actual PY recovery transaction
- **Object Class:** Use actual Object Class Code on detail-level transaction in the Object Class Project Code field of the TRIAL table for the actual PY recovery transaction
- **Financing Source:** <leave blank>
- **224:** 'N'
- **Document:**
 - **Source:** 'NONE' or 'OBLIG'
 - **Type:** 'XXXXXX' Use actual Document Type in the ORG_DOC_TYPE field of the TRIAL table for the actual PY recovery transaction
 - **No:** '#####' (8-digit #) Use actual Document Number in the ORG_DOC_NO field of the TRIAL table for the actual PY recovery transaction
 - **Release:** <leave blank>
 - **C/O:** <leave blank>
- **Item No:** Not required if using NONE as Document Source
- **MDL:** Not required if using NONE as Document Source
- **Source Reference:** Use actual Source Reference information in the Reference No field of the TRIAL table for the actual PY recovery, **EXCEPT – add “_PYADJ” to the end of the Source Reference Information**
- **Customer/Vendor:** 'V'
 - **C/V #:** '#####' Use actual Vendor Number in the Vendor field of the TRIAL table for the actual PY recovery transaction
 - **C/V Contact #:** '#' Use actual Vendor Contact Number in the Contact field of the TRIAL table for the actual PY recovery transaction
- **Description (Detail):** <leave blank> (On GL005, allow TC to populate & leave field unchanged) & leave field unchanged

NOTE to FRD Fund Accountant:

When GJ “fix” entry has been entered & approved into CFS, please email the LO & FMC representatives listed on the GJ “fix” request that the entry has been entered & approved. Also, attach to the email an electronic version of the GJ, including GJ reference # & GJ trans # in the control block of the GJs.

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“Auto-Deob” Adjustments

FUNDS AFFECTED:

Various CBS Fund Codes

GJ PREP RESPONSIBILITY:

Responsible Fund Accountants

FREQUENCY OF GJ ADJUSTMENTS:

AS NEEDED, before the end of the GL period

BACKGROUND:

If the “Auto-Deob” adjustment request involves two (2) different FIMA/CBS project codes (within the same FC) or two (2) different FIMA/CBS object class codes, use the ACCS coding of the **upward** obligation ACCS to code the GJ “fix” adjustment against in CBS.

Transaction Codes (TCs) used will reduce the PY downward accounts (4871 & 4971) by crediting them & reduce a PY upward account (4881 & 4981) for the same amount by debiting them at the **UPWARD** transaction document number & document type. The GJ ‘fix’ entry will use the originating PY upward Org Document Number. The TC will also restore the 4310 account for PY recoveries (Lines 3 & 4 of the SF 132 & SF 133) & restore the allotment in 4610 & funds balance table for the amount of the “Auto-Deob” item.

GENERAL JOURNAL (GJ) GL005 CODING Instructions

- **YE/QE Mode:** ‘N’ (for Stage 1 entries @ YE or during month in fiscal year)
- **Bureau Code:** ‘XX’ (‘13’ BIS & ‘14’ NOAA – only one BC per GJ)
- **G/L #:** GJ Trans No assigned by CAMS during input of GJ
- **G/L Date:** ‘DD-MMM-YYYY’
Pick GL month entering GJ or 30-SEP-200X if year-end on-top entry
- **Reference:** ‘#####’ (Manually assigned FRD 6-digit JV # from book)
- **Description (Control):** ‘FY0# Specific PY Rec Adj #____ - AUTO-DEOB’
- **Reverse:** ‘N’
- **TC Codes:** See specific TC Codes
- **FCFY:** Use actual FCFY on detail-level transaction in the FCFY field of the TRIAL table for the actual PY recovery transaction
- **Fund Code:** ‘XX’ (Use Appropriate Fund Code on the detail-level transaction in the FC field of the TRIAL table for the actual PY recovery transaction – NO CROSSING OF CBS FCs allowed)
- **Project Code:** Use actual Project Code on detail-level transaction in the Project Code field of the TRIAL table for the actual PY recovery transaction
- **Task Code:** Use actual Task Code on detail-level transaction in the Task Code field of the TRIAL table for the actual PY recovery transaction
- **Organization:** Use actual Organization Code on detail-level transaction in the Organization Code field of the TRIAL table for the actual PY recovery transaction
- **Object Class:** Use actual Object Class Code on detail-level transaction in the Object Class Project Code field of the TRIAL table for the actual PY recovery transaction

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- **Financing Source:** <leave blank>
- **224:** 'N'
- **Document:**
 - **Source:** 'NONE' or 'OBLIG'
 - **Type:** 'XXXXXX' Use actual Document Type in the ORG_DOC_TYPE field of the TRIAL table for the actual PY recovery transaction
 - **No:** '#####' (8-digit #) Use actual Document Number in the ORG_DOC_NO field of the TRIAL table for the actual PY recovery transaction
 - **Release:** <leave blank>
 - **C/O:** <leave blank>
- **Item No:** Not required if using NONE as Document Source
- **MDL:** Not required if using NONE as Document Source
- **Source Reference:** Use actual Source Reference information in the Reference No field of the TRIAL table for the actual PY recovery, **EXCEPT – add “_PYADJ” to the end of the Source Reference Information**
- **Customer/Vendor:** 'V'
 - **C/V #:** '#####' Use actual Vendor Number in the Vendor field of the TRIAL table for the actual PY recovery transaction
 - **C/V Contact #:** '#' Use actual Vendor Contact Number in the Contact field of the TRIAL table for the actual PY recovery transaction
- **Description (Detail):** <leave blank> (On GL005, allow TC to populate & leave field unchanged) & leave field unchanged

NOTE to FRD Fund Accountant:

When GJ “fix” entry has been entered & approved into CFS, please email the LO & FMC representatives listed on the GJ “fix” request that the entry has been entered & approved. Also, attach to the email an electronic version of the GJ, including GJ reference # & GJ trans # in the control block of the GJs.

NOTE:

GJ Instructions for PY Recoveries in the Internal Fund & BMF Funds are included in the “FY05 GJ Preparation Instructions” document.

Transaction Codes Used in GJ “Fix” Adjustments

TC Code & Description	D/R Flag	Project Types	Object Class Ranges	Hard Coded	Option Codes	Account Hits
4070 PY Recovery Adjs – Unpaid Expenses - PY	D	<leave blank>	<leave blank>	Y	GL005	4310-00 / 4610-00 4981-00 / 4971-00
4071 PY Recovery Adjs – Unpaid UDOs - PY	D	<leave blank>	<leave blank>	Y	GL005	4310-00 / 4610-00 4881-00 / 4871-00
4072 PY Recovery Adjs – Unpaid Expenses - CY	D	<leave blank>	<leave blank>	Y	GL005	4310-00 / 4610-00 4901-00 / 4971-00
4073 PY Recovery Adjs – Unpaid UDOs - CY	D	<leave blank>	<leave blank>	Y	GL005	4310-00 / 4610-00 4801-00 / 4871-00
4074 PY Recovery Adjs – Paid Expenses - CY	D	<leave blank>	<leave blank>	Y	GL005	4060-00 / 4610-00 4902-00 / 4972-00
4074A PY Recovery Adjs – Expired Funds – Paid Expenses - CY	D	<leave blank>	<leave blank>	Y	GL005	4610-00 / 4650-00 4972-00 / 4902-00
4075 PY Recovery Adjs – Expired Funds – Unpaid Expenses – PY	D	<leave blank>	<leave blank>	Y	GL005	4981-00 / 4971-00
4076 PY Recovery Adjs – Expired Funds – Unpaid UDOs – PY	D	<leave blank>	<leave blank>	Y	GL005	4881-00 / 4871-00
4077 PY Recovery Adjs – Paid UDOs – CY	D	<leave blank>	<leave blank>	Y	GL005	4060-00 / 4610-00 4802-00 / 4872-00

NOTE: For adjustments to EXPIRED funds to net the upward & downward accounts, there is a net effect of \$0 on funding (4610 & 4650) because they wash out ... no change to the funds balance table for these types of entries.